



Salem Square Condominiums

April Board Meeting

April 27, 2020 – 6:30 pm

Conducted via telephone

- A. Roll Call. Present were Joe Sexton, President; Robert Hourigan, Treasurer/Secretary; Belinda Motamedi, At-Large; Carol Sexton, Landscaping Committee; Barbara McGee, Landscaping Committee; Cheri Boden, Resident.
- B. Approval of March meeting Minutes
- C. Buildings and Grounds Report
 - 1. Relocate and replace photocell on H bldg. Raised it from under electrical panel to top of panel.
 - 2. Relocated license camera to boiler room.
 - 3. Clean pot filters on Heating and A/C units both C and G bldgs.
 - 4. Repair handrail in Hallway of D-5-8. Someone tore it out the of wall.
 - 5. Took down old smoke detector in A-1-6. We had already installed new one in upper ceiling.
 - 6. Audited back areas of condos and all owners seem to meet compliance. I personally removed all items from the F-2 back area and put on their porch. Threw away all broken pots there.
 - 7. Picked up a load of dirt and filled in area behind C- bldg. Tilled and seeded area behind C-bldg where Blackburn had to repair pipe. Also seeded where sewer drain was dug up.

8. I had ornamental grass from my home we planted at hillside by C-bldg entrance. We hope this will hold ground from washing out.
9. Cut and replaced black drainpipe in front of C-bldg
10. Inspected C-bldg new roof. No issues in new roof. Roof was clean and dry. No puddling noted.
11. A/C tablets in units where owners have requested.
12. Repaired dumpster wheels on two dumpsters. (need to replace one in F-G dumpster area) Blew out A/C drain line in C-IO.
13. Unclogged sink drain in H-11 (Lauer)
14. Put up two new shutters on Clubhouse for owners to see. (new color)
15. Had an electrical issue in D-2. Neutral wire was the cause. Had to call an electrician to find where the neutral was shorting out. Took electrician 4 total hours to find short.
16. Pool pump clogged up. Ronnie removed all leaves and dirt and got it working again.
17. Repaired drain line in crawl space of C-1-4. Pipe had rotted out to sink in C-1.
18. Wiped down hallways with bleach everyday including weekends.

D. Landscaping Committee

1. Carol Sexton
 - i. Almost all mulching is completed.
 - ii. The Landscaping Committee has been working hard in the courtyards and by the pull the beautify the grounds. They are receiving assistance from other residents in the community. We thank everyone for their efforts that make our community look great.
 - iii. Request for sod in north courtyard.
 - iv. Looking to plant ornamental grasses and/or blooming bushes in the empty space next to E basement stairwell.

- v. Robert noted we are \$1,800 over on landscaping budget for this year because we unexpectedly trimmed the trees (not hollies) and cut others down. We are going to price the sod and the E building improvements.

E. Treasurer's Report

1. Checking stands at \$82,153.31 as of March 31.
2. Reserve stands at \$158,415.90 as of March 31.
3. Net Income for month of March was \$7,212.68
4. Discussion of Accounts Receivable, Arrears, Notices, Liens and effect of COVID-19 to Accounts Receivable

- i. Now that we have a new Treasurer, an audit was conducted on our Account Receivable.

1. 13 units are more than 1 month in arrears, at \$20,429 total.
2. 19 units are 1 month or less in arrears, at \$4,605 total.
3. 37 units have a \$0 balance.
4. 23 units have overpaid their accounts. The total is \$6,390.

- ii. Board unanimously agreed that our policy will require a lien if an account balance is greater than 3 months the unit's monthly condo fee

5. Approve arrears repayment agreement

- i. If paid in full by June 30 (end of fiscal year), we waive 50% of late fees.
- ii. If on a payment plan, we cannot waive fees. Must pay 1/2 condo fee toward past due balance, in addition to current dues.

F. Unfinished Business

1. Objects Violations

- i. There are no violations, even following re-inspection. We will continue to carry random inspections.

2. Annual Meeting

- i. With current accounts receivable, 69.44% of individual percent interests of ownership are eligible to vote. Quorum will require 35.4% of individual ownership percent interests to be present at the meeting.
- ii. Packet is available online at www.SalemSquareCondominiums.com

3. COVID-19 Updates

- i. We have received complaints about residents not following social distancing recommendations. This is not within the Board's authority or responsibility.

4. Water adjustment for leak at C Building

- i. No action taken yet; we don't believe the charges for the leak have actually hit our account.

5. Waterline repair at C Building

- i. Work is still needed but we are not pursuing at this time. To repair this particular water-line hub, we need to shut off all water (hot and cold) to the entire north quad. That is not acceptable during a pandemic. This will likely be a fall project.

6. Fire Marshall opinion of storage area at G Basement

- i. Initial assessment is that we are okay to ease restrictions on what is allowed in G basement. More information will come soon.

7. Shutter Replacement

- i. New shutters have been ordered from River City Wholesale at a cost of approximately \$7,500. They are grey vinyl shutters. These are slightly narrower, 14 inch instead of 18 inch.
- ii. A set of these shutters is installed on the club house, by the pool
- iii. We will work on prioritizing this alongside other items in the summer lineup.

G. New Business

1. Heat to A/C Switchover and Tablet distribution

- i. Please contact the office to obtain A/C tablets. We decided to not leave them at doorsteps because the tablets look edible.
2. No entryway doors or hallway windows left open rule
 - i. We will place one more reminder for H9 – H12 to keep the hallway entryway door closed. This is against the rules.
3. Replace sink in C Building Laundry Room
4. Replacement of some hallway curtains
 - i. Currently curtains are old and likely wouldn't even stand up to washing. 7 are currently torn or missing on the property.
 - ii. Proposal to spend \$90 - \$130 to replace these 7 sets of curtains. Board unanimously approved.
5. Pool-Covid 19
 - i. Our pool management company is actively monitoring opening instructions from the Health Department and the CDC. The earliest the pool will open is Memorial Day, May 25.
6. Carpet Replacement
 - i. We are going to start looking at estimates for carpeting in hallways that are in bad shape.
7. Unapproved infrastructure, plumbing and electrical changes to units.
 - i. This may be discussed at the annual meeting.
8. Yoga classes in courtyard-Ashley Morrison
 - i. This request was declined; we don't want to risk running afoul of any restrictions or orders.
9. Request from D building to use a children's basketball hoop
 - i. Acceptable, but must be stored compliantly when not in use.

H. Adjournment

1. Meeting adjourned at 8:38PM.